



City of Culver City

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Staff Report

File #: 24-952, **Version:** 1

Item #: A - 1

Approval of New Recruitment Bulletin: Senior Pool Manager

Meeting Date: May 1, 2024

Contact Person/Dept: Stephanie Condran / Human Resources Department

Phone Number: (310) 253-5640

Fiscal Impact: Yes ☐ No ☒

General Fund: Yes ☐ No ☒

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** ☒

Public Notification: (Email) Meeting and Agenda (04/26/2024); (Email) All City Staff (04/26//2024)

Department Approval: Dana Anderson, Director of Human Resources (04/26//2024)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the new recruitment bulletin for Senior Pool Manager.

BACKGROUND/DISCUSSION

During the February 26, 2024, City Council Mid-Year Budget process meeting, the City Council approved the Parks, Recreation, and Community Services Department to reclassify two (2) Regular Part-Time Senior Pool Manager positions to one (1) Full-Time Senior Pool Manager position.

The Senior Pool Manager classification is responsible for planning, coordinating, and directing a wide variety of assigned social, cultural or sports activities at assigned parks, aquatics facilities or community centers; and performs related work as required. This position will be responsible for planning and overseeing aquatic programs, activities, and events, such as special events, swim programs and lessons, contract class programs, as well as assisting with researching and developing new aquatic programs and guidelines. The position will provide lead direction to Lifeguards, Lifeguard/Swim Instructors, Recreation Leader I's, Recreation Leader II's, Senior Recreation Leader's, Recreation Specialists, Contractors, Volunteers, Interns, Administrative Clerks, and Pool Managers. This position will report to a Recreation and Community Services Coordinator or a higher-level position.

The new recruitment bulletin is being submitted for review and in anticipation of opening a new recruitment due to the reclassification being approved in the department's budget for Fiscal Year 2023-2024.

The bulletin includes necessary recruitment information as well as the examination components. The exam

components include a qualifying performance exam and an oral appraisal interview weighted at 100%.

Bargaining Unit Representation

A copy of the proposed recruitment bulletin was provided to CCEA for its information on Wednesday, April 24, 2024.

AUTHORITY

The Commission's authority to approve new or revised recruitment bulletins is outlined in Civil Service Rules (CSR) 6.4:

6.4 Commission Approval: Where an examination is required, the Human Resources Director shall prepare a Job Bulletin and forward it to the Commission for approval. It shall not be necessary to obtain additional Commission approval of a Job Bulletin if there have been no changes in the minimum requirements, or examination components.

A copy of the proposed recruitment bulletin is attached as Attachment 1 and a copy of the classification specification is attached as Attachment 2 for reference.

FISCAL ANALYSIS

There is no fiscal impact associated with the new recruitment bulletin.

ATTACHMENTS

1. 2024-05-01 - ATT 1- Proposed recruitment bulletin for Senior Pool Manager
2. 2024-05-01 - ATT 2 - Classification Specification

MOTION

That the Civil Service Commission:

1. Approve the new recruitment bulletin for Senior Pool Manager.